





# January 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPd 2002 02			<b>1</b> Day 03  New Years Code 03 Holiday	<b>2</b> Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	<b>3</b> Day 05	<b>4</b> Day 06 <div style="background-color: #FFDAB9; border: 1px solid black; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #E0FFFF; border: 1px solid black; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #D9F7D9; border: 1px solid black; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>5</b> Day 07	
		<b>6</b> Day 08	<b>7</b> Day 09	<b>8</b> Day 10	<b>9</b> Day 11	<b>10</b> Day 12	<b>11</b> Day 13	<b>12</b> Day 14
		Enter Amendments through 9:00am Friday						
	Approve Amendments after 9:00am Tuesday							
	Enter Original Time Cards							
	Approve Original Time Cards							
PPd 2002 03	<b>13</b> Day 01	<b>14</b> Day 02	<b>15</b> Day 03	<b>16</b> Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	<b>17</b> Day 05	<b>18</b> Day 06	<b>19</b> Day 07	
	Enter Original Time Cards			Enter Time Cards by 8:00am Approve Time Cards by 9:00am	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
	Approve Original Time Cards				Approve Original Time Cards			
	<b>20</b> Day 08 <div style="background-color: #FFDAB9; border: 1px solid black; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #E0FFFF; border: 1px solid black; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #D9F7D9; border: 1px solid black; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>21</b> Day 09  Martin Luther King Jr. Day Code 03 Holiday	<b>22</b> Day 10	<b>23</b> Day 11	<b>24</b> Day 12	<b>25</b> Day 13	<b>26</b> Day 14	
	Enter Amendments through 9:00am Friday							
Approve Amendments after 9:00am Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								
PPd 2002 04	<b>27</b> Day 01	<b>28</b> Day 02	<b>29</b> Day 03	<b>30</b> Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	<b>31</b> Day 05 <div style="background-color: #FFDAB9; border: 1px solid black; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #E0FFFF; border: 1px solid black; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #D9F7D9; border: 1px solid black; padding: 2px; text-align: center;">Approve Original Time Cards</div>			
	Enter Original Time Cards			Enter Time Cards by 8:00am Approve Time Cards by 9:00am				
	Approve Original Time Cards							






**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.**
- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# February 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 04						1 Day 06	2 Day 07
						Enter Amendments	
						Enter Original Time Cards	
						Approve Original Time Cards	
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14
	Enter Amendments through 9:00am Friday						
			Approve Amendments after 9:00am Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						
PPd 2002 05	10 Day 01	11 Day 02	12 Day 03 Lincoln's Birthday 	13 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	14 Day 05  Valentine's Day	15 Day 06	16 Day 07
	Enter Original Time Cards			Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
				Approve Original Time Cards			
	17 Day 08 Enter Amendments	18 Day 09 Washington's Birthday  President's Day Code 03 Holiday	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14
	Enter Original Time Cards		Enter Amendments through 9:00am Friday				
	Approve Original Time Cards		Approve Amendments after 9:00am Tuesday				
			Enter Original Time Cards				
			Approve Original Time Cards				
PPd 2002 06	24 Day 01	25 Day 02	26 Day 03	27 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	28 Day 05		
	Enter Original Time Cards			Enter Amendments	Enter Original Time Cards		
	Approve Original Time Cards			Enter Original Time Cards	Approve Original Time Cards		


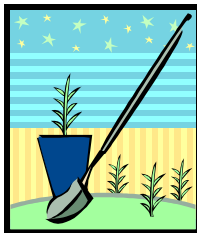



**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.**
- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# March 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 06						1 Day 06	2 Day 07
						Enter Amendments	
						Enter Original Time Cards	
						Approve Original Time Cards	
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14
Enter Amendments through 9:00am Friday							
Approve Amendments after 9:00am Tuesday							
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2002 07	10 Day 01	11 Day 02	12 Day 03	13 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	14 Day 05	15 Day 06	16 Day 07
	Enter Original Time Cards			Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
				Approve Original Time Cards			
	17 Day 08	18 Day 09	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14
Enter Amendments through 9:00am Friday							
Approve Amendments after 9:00am Tuesday							
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2002 08	24 Day 01	25 Day 02	26 Day 03	27 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	28 Day 05 Passover	29 Day 06 Good Friday	30 Day 07
	Enter Original Time Cards			Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
				Approve Original Time Cards			
	31 Day 08 Easter						
Enter Amendments							
Enter Original Time Cards							
Approve Original Time Cards							


\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*


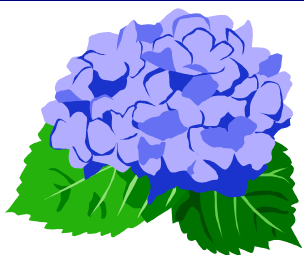
- Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# April 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 08		1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14
		Enter Amendments through 9:00am Friday					
			Approve Amendments after 9:00am Tuesday				
		Enter Original Time Cards					
		Approve Original Time Cards					
PPd 2002 09	7 Day 01	8 Day 02	9 Day 03	<b>10 Day 04</b> Enter Time Cards by 8:00am Approve Time Cards by 9:00am	11 Day 05	12 Day 06	13 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14
	Enter Amendments through 9:00am Friday						
Approve Amendments after 9:00am Tuesday							
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2002 10	21 Day 01	22 Day 02	23 Day 03	<b>24 Day 04</b> Enter Time Cards by 8:00am Approve Time Cards by 9:00am	25 Day 05	26 Day 06	27 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
	28 Day 08	29 Day 09	30 Day 10				
	Enter Amendments through 9:00am Friday						
Approve Original Time Cards after 9:00am							
Enter Original Time Cards							
Approve Original Time Cards							

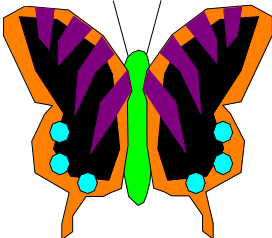
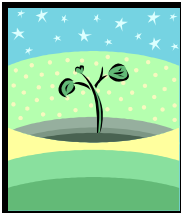
\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

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- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# May 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday			
PPd 2002 10							1	Day 11	2	Day 12	3	Day 13	4	Day 14	
							Enter Amendments through 9:00am Friday								
							Approve Amendments								
							Enter Original Time Cards								
							Approve Original Time Cards								
PPd 2002 11	5	Day 01	6	Day 02	7	Day 03	8	Day 04	9	Day 05	10	Day 06	11	Day 07	
							Enter Time Cards by 8:00am	Enter Amendments							
							Approve Time Cards by 9:00am	Enter Original Time Cards							
								Approve Original Time Cards							
	12	Day 08	13	Day 09	14	Day 10	15	Day 11	16	Day 12	17	Day 13	18	Day 14	
	Enter Amendments through 9:00am Friday														
	Mother's Day						Approve Amendments after 9:00am Tuesday								
	Enter Original Time Cards														
	Approve Original Time Cards														
	PPd 2002 12	19	Day 01	20	Day 02	21	Day 03	22	Day 04	23	Day 05	24	Day 06	25	Day 07
						Enter Time Cards by 8:00am	Enter Amendments								
						Approve Time Cards by 9:00am	Enter Original Time Cards								
							Approve Original Time Cards								
26		Day 08	27	Day 09	28	Day 10	29	Day 11	30	Day 12	31	Day 13			
Enter Amendments		Enter Amendments through 9:00am Friday													
		Approve Amendments after 9:00am Tuesday													
		Enter Original Time Cards													
		Approve Original Time Cards													
Memorial Day Code 03 Holiday															


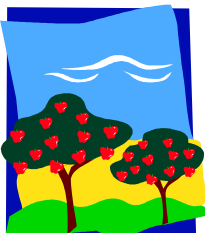
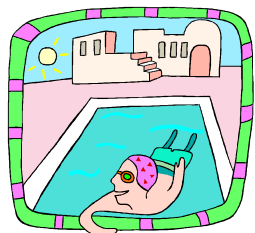





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- Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# June 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2002 12								1 Day 14	
								Enter Original Time Cards	
								Approve Original Time Cards	
PPD 2002 13	2 Day 01	3 Day 02	4 Day 03	<b>5 Day 04</b> Enter Time Cards by 8:00am Approve Time Cards by 9:00am		6 Day 05	7 Day 06	8 Day 07	
	Enter Original Time Cards					Enter Amendments			
	Approve Original Time Cards					Enter Original Time Cards			Approve Original Time Cards
	9 Day 08	10 Day 09	11 Day 10	12 Day 11	13 Day 12	<b>14 Day 13</b> Flag Day 		15 Day 14	
	Enter Amendments through 9:00am Friday								
	Approve Amendments after 9:00am Tuesday								
	Enter Original Time Cards								
Approve Original Time Cards									
PPD 2002 14	16 Day 01	17 Day 02	18 Day 03	<b>19 Day 04</b> Enter Time Cards by 8:00am Approve Time Cards by 9:00am		20 Day 05	21 Day 06	22 Day 07	
	<b>Father's Day</b> 					Enter Amendments			
						Enter Original Time Cards			Approve Original Time Cards
	23 Day 08	24 Day 09	25 Day 10	26 Day 11	27 Day 12	28 Day 13	29 Day 14		
	Enter Amendments through 9:00am Friday								
	Approve Amendments after 9:00am Tuesday								
	Enter Original Time Cards								
Approve Original Time Cards									
PPD 2002 15	30 Day 01								
	Enter Original Time Cards								
	Approve Original Time Cards								

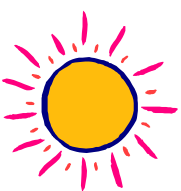


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- **Column Summary** runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- **Amendment Summaries** run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# July 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPd 2002 15		1 Day 02	2 Day 03	3 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	4 Day 05  Independence Day Code 03 Holiday	5 Day 06	6 Day 07	
		Enter Original Time Cards				Enter Amendments		
		Approve Original Time Cards				Enter Original Time Cards		
		Enter Amendments through 9:00am Friday					Day 13	13 Day 14
				Approve Amendments after 9:00am Tuesday				
	Enter Original Time Cards							
	Approve Original Time Cards							
PPd 2002 16	14 Day 01	15 Day 02	16 Day 03	17 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	18 Day 05	19 Day 06	20 Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12	26 Day 13	27 Day 14	
Enter Amendments through 9:00am Friday								
			Approve Amendments after 9:00am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							
PPd 2002 17	28 Day 01	29 Day 02	30 Day 03	31 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am				
	Enter Original Time Cards							
	Approve Original Time Cards							


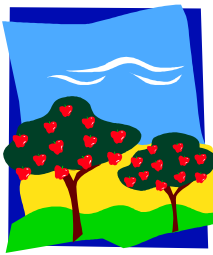
**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.**
- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# August 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2002 17					1 Day 05	2 Day 06	3 Day 07
					Enter Amendments		
					Enter Original Time Cards		
					Approve Original Time Cards		
	4 Day 08	5 Day 09	6 Day 10	7 Day 11	8 Day 12	9 Day 13	10 Day 14
Enter Amendments through 9:00am Friday							
			Approve Amendments after 9:00am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPD 2002 18	11 Day 01	12 Day 02	13 Day 03	14 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	15 Day 05	16 Day 06	17 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	18 Day 08	19 Day 09	20 Day 10	21 Day 11	22 Day 12	23 Day 13	24 Day 14
Enter Amendments through 9:00am Friday							
			Approve Amendments after 9:00am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPD 2002 19	25 Day 01	26 Day 02	27 Day 03	28 Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	29 Day 05	30 Day 06	31 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		


\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary** runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- **Amendment Summaries** run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# September 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>PPD 2002 19</b>	<b>1</b> Day 08 Enter Amendments	<b>2</b> Day 09  <b>Labor Day</b> Code 03 Holiday	<b>3</b> Day 10 Enter Amendments through 9:00am Friday	<b>4</b> Day 11 Approve Amendments after 9:00am Tuesday	<b>5</b> Day 12	<b>6</b> Day 13	<b>7</b> Day 14 Rosh Hashanah
	Enter Original Time Cards						
	Approve Original Time Cards						
<b>PPD 2002 20</b>	<b>8</b> Day 01 Enter Original Time Cards	<b>9</b> Day 02 Approve Original Time Cards	<b>10</b> Day 03	<b>11</b> Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	<b>12</b> Day 05 Enter Amendments	<b>13</b> Day 06 Enter Original Time Cards	<b>14</b> Day 07 Approve Original Time Cards
	<b>15</b> Day 08 Enter Amendments through 9:00am Friday	<b>16</b> Day 09 Yom Kippur	<b>17</b> Day 10 Approve Amendments after 9:00am Tuesday	<b>18</b> Day 11	<b>19</b> Day 12	<b>20</b> Day 13	<b>21</b> Day 14
<b>PPD 2002 21</b>	<b>22</b> Day 01 Enter Original Time Cards	<b>23</b> Day 02 Approve Original Time Cards	<b>24</b> Day 03	<b>25</b> Day 04 Enter Time Cards by 8:00am Approve Time Cards by 9:00am	<b>26</b> Day 05 Enter Amendments	<b>27</b> Day 06 Enter Original Time Cards	<b>28</b> Day 07 Approve Original Time Cards
	<b>29</b> Day 08 Enter Amendments	<b>30</b> Day 09 Enter Original Time Cards	 				
	Approve Original Time Cards						




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# October 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2002 21				1	Day 10	2	Day 11	3	Day 12	4	Day 13	5		Day 14
				Enter Amendments through 9:00am Friday										
				Approve Amendments after 9:00am Tuesday										
				Enter Original Time Cards										
				Approve Original Time Cards										
PPd 2002 22	6	Day 01	7	Day 02	8	Day 03	9	Day 04	10	Day 05	11	Day 06	12	Day 07
							Enter Time Cards by 8:00am Approve Time Cards by 9:00am	Enter Amendments						
	Enter Original Time Cards							Enter Original Time Cards						
	Approve Original Time Cards							Approve Original Time Cards						
	13	Day 08	14	Day 09	15	Day 10	16	Day 11	17	Day 12	18	Day 13	19	Day 14
	Enter Amendments through 9:00am Friday		 Columbus Day (Observed) Code 03 Holiday				Enter Amendments through 9:00am Friday							
	Enter Original Time Cards						Approve Amendments after 9:00am Tuesday							
	Approve Original Time Cards						Enter Original Time Cards							
							Approve Original Time Cards							
	PPd 2002 23	20	Day 01	21	Day 02	22	Day 03	23	Day 04	24	Day 05	25	Day 06	26
						Enter Time Cards by 8:00am Approve Time Cards by 9:00am	Enter Amendments							
Enter Original Time Cards							Enter Original Time Cards							
Approve Original Time Cards							Approve Original Time Cards							
27		Day 08	28	Day 09	29	Day 10	30	Day 11	31	Day 12				
Enter Amendments through 9:00am Friday														
Approve Amendments after 9:00am Tuesday				Halloween										
Enter Original Time Cards														
Approve Original Time Cards														






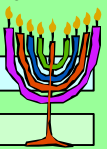
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- Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# November 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
PPd 2002 23						1	Day 13	2	Day 14					
	Enter Amendments through 9:00am													
	Approve Amendments													
	Enter Original Time Cards													
						Approve Original Time Cards								
PPd 2002 24	3	Day 01	4	Day 02	5	Day 03	6	Day 04	7	Day 05	8	Day 06	9	Day 07
					Election Day		Enter Time Cards by 8:00am Approve Time Cards by 9:00am		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					
	10	Day 08	11	Day 09	12	Day 10	13	Day 11	14	Day 12	15	Day 13	16	Day 14
	Enter Amendments		 Veterans Day Code 03 Holiday		Enter Amendments through 9:00am Friday									
	Enter Original Time Cards				Approve Amendments after 9:00am Tuesday									
	Approve Original Time Cards				Enter Original Time Cards									
					Approve Original Time Cards									
PPd 2000 25	17	Day 01	18	Day 02	19	Day 03	20	Day 04	21	Day 05	22	Day 06	23	Day 07
							Enter Time Cards by 8:00am Approve Time Cards by 9:00am		 Thanksgiving Code 03 Holiday		Enter Amendments			
	Enter Original Time Cards										Enter Original Time Cards			
	Approve Original Time Cards										Approve Original Time Cards			
	24	Day 08	25	Day 09	26	Day 10	27	Day 11	28	Day 12	29	Day 13	30	Day 14
	Enter Amendments through 9:00am Friday										 Hanukkah			
					Approve Amendments after 9:00am Tuesday									
	Enter Original Time Cards													
	Approve Original Time Cards													




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- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# December 2002

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
PPd 2002 26	1	Day 01	2	Day 02	3	Day 03	4	Day 04	5	Day 05	6	Day 06	7	Day 07	
								Enter Time Cards by 8:00am	Enter Amendments						
		Enter Original Time Cards						Enter Original Time Cards							
		Approve Original Time Cards									Approve Original Time Cards				
	8	Day 08	9	Day 09	10	Day 10	11	Day 11	12	Day 12	13	Day 13	14	Day 14	
	Enter Amendments through 9:00am Friday														
				Approve Amendments after 9:00am Tuesday											
	Enter Original Time Cards														
	Approve Original Time Cards														
PPd 2003 01	15	Day 01	16	Day 02	17	Day 03	18	Day 04	19	Day 05	20	Day 06	21	Day 07	
								Enter Time Cards by 8:00am	Enter Amendments						
		Enter Original Time Cards						Enter Original Time Cards							
		Approve Original Time Cards									Approve Original Time Cards				
	22	Day 08	23	Day 09	24	Day 10	25	Day 11	26	Day 12	27	Day 13	28	Day 14	
	Enter Amendments						 Christmas Code 03 Holiday	Enter Amendments through 9:00am							
				Approve Amendment after 9:00am		Approve Amendments									
	Enter Original Time Cards							Enter Original Time Cards							
	Approve Original Time Cards							Approve Original Time Cards							
PPd 2003 02	29	Day 01	30	Day 02	31	Day 03	 								
		Enter Original Time Cards													
		Approve Original Time Cards													

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- **Amendment Summaries run at 9:00am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**